

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M302

Page 1 of 3

Agency
City of Gaithersburg

Division/Unit
Public Works – Engineering Services and Operations

Item No.	Description	Retention
1	General Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
2	Material Safety Data Sheets (MSDS)	Retain paper records until scanned to Maryland State Archives standards, then destroy. Retain scanned images 30 years, then destroy.
3	Subject and Project Files	Retain paper records until scanned to Maryland State Archives standards, then destroy. Retain scanned images 30 years, then destroy.
4	Flat Files Includes Architectural drawings, engineering drawings, Computer-aided design (CAD) drawings and technical drawings.	Scan to Maryland State Archives standards and retain paper records for 8 years, then destroy. Retain images for 8 years, then screen and destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

Schedule Approved by Department, Agency or Division Representative.

Date 5.28.15

Signature 

Typed Name Dennis Enslinger

Title Deputy City Manager

DGS 550-1

Schedule Authorized by State Archivist

Date 6.26.15

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M302

Page 2 of 3

Agency
City of Gaithersburg

Division/Unit
Public Works – Engineering Services and Operations

Item No.	Description	Retention
5	Public Works Databases Includes Streetlight, Highway Data Management, wheeled recycling cart inventory, Road Surface Management (RSMS), vehicle databases, timekeeping, fuel management	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
6	Contract Information	Retain 5 years, after completion, then destroy
7	Work Orders and Reports	Retain 1 year after completion, then destroy
8	Vendor Records	Retain 1 year, then destroy
9	Insurance and Licensing Information	Retain 1 year after life of asset, then destroy
10	Departmental Reports Includes fuel, recycling, bulk pickup, loose leaf pickup, streetlight maintenance, monthly reports, pesticide report, pesticide record of notification, and playground, sidewalk and street inspections.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M302

Page 3 of 3

Agency
City of Gaithersburg

Division/Unit
Public Works – Engineering Services and Operations

Item No.	Description	Retention
11	Public Works Permits and Applications	Retain paper records until scanned to Maryland State Archives standards, then destroy. Retain scanned images 3 years, then destroy.
12	Payroll Information	Retain 1 year, then destroy
13	Budget Files	Retain 3 years, then destroy
14	Vehicle and Equipment Information	Retain paper records until scanned to Maryland State Archives standards, then destroy. Retain scanned images 1 year, then destroy.